

Los Angeles Regional Crime Laboratory Facility Authority



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MARCH 25, 2004 MINUTES

The seventeenth meeting of the Los Angeles Regional Crime Laboratory Facility Authority was held March 25, 2004 at 374-A Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, CA 90012

CALL TO ORDER

Chairperson David E. Janssen called the meeting to order at 8:05 a.m. The following Directors were present constituting a quorum of the Authority:

David E. Janssen, Chairperson, Chief Administrative Officer, County of Los Angeles
William J. Bratton, Vice Chairperson, Chief, Los Angeles Police Department
Leroy Baca, Sheriff, Los Angeles County
William T Fujioka, City Administrative Officer, City of Los Angeles

APPROVAL OF DECEMBER 12, 2003 MINUTES

On motion of Director Bratton, seconded by Director Fujioka, the Authority unanimously approved the December 12, 2003 minutes.

STAFF REPORTS OF THE INTERNAL PLANNING UNIT

Budget and Cost.

Estimated Annual Operating Budget: Pat Mallon reported that the budget and cost report was updated but is a work in progress and that preliminary cost estimates using a RS Means Guidebook on Maintenance Costs were determined based on the ninety-five percent schematic drawings. The ninety-five percent construction documents are expected on Monday and the estimates will be reevaluated. This will enable the Internal Planning Unit to review plans room by room to ensure all equipment is displayed in the drawings and construction costs are within budget. The data communication staff from the City, the County and the University will develop estimates for the lines. Estimated personnel costs were reduced since LASD will staff the 2nd floor administrative assistant/receptionist and LAPD will staff the supply room position. The estimated annual costs for 2004 are \$610,000 for the County, \$610,000 for the City and \$200,000 for the University.

Furniture, Fixtures & Equipment: The furnishing required that are not part of the State's allocation including the case goods furniture, laboratory benches, fax machines, photocopiers, etc., totals approximately \$937,000. Cost allocation is \$350,000 for the County, \$375,000 for the City and \$215,000 for the University.

Equipment Relocation Cost: Is approximately \$200,000 for the County and City including moving files and sensitive laboratory equipment. The JPA through the funding of the County and the City could retain liability insurance to protect the County and the City as the signatories to the JPA from any liability.

Director Janssen recommended staff consult with the City and County Risk Management Departments to determine available options and get a cost estimate.

Director Janssen asked when the Authority will actually be disbursing funds and Mr. Mallon stated that it would be in 2006. The Authority will use the RS Means Estimates and adjust it three percent a year for the next couple of years.

Management Review. Jim Hall reported that the following milestones were reached:

- Started the prequalification process by completing the packages for distribution.
- Plan for an August 11, 2004 bid opening date, September 29, 2004 for the ground breaking, the construction contractor is scheduled to be on site October 1, 2004 and completion is scheduled for May 2006.
- California Water Service is completing its design and will upgrade service by providing fire lines to the site this summer.
- Contracts were signed with the Gas Company.
- Director Fujioka's office will address the fee waiver letter from the power company.
- The University will fund the SBC duct bank will provide the data feed and phone service so the contractor will bring the duct banks to the site edge and then the Authority's contractor will complete the service.
- Plan to submit the Public Works proposal to address street mitigation issues across the freeway at the May meeting.
- Due diligence was completed February 10, 2004 when the State signed off and will start on the estimate check and design review now.
- The steel pre-purchase process will be rolled into the construction contract due to the high cost of steel in the beginning of the year. By the end of April the IPU should have an estimate.

Director Fujioka stated that the City is witnessing a 20% to 40% increase in construction bids due to the volatility of the construction market and have had to use the value engineering process to bring costs back within budget.

Mr. Hall stated that the IPU is looking at alternative steel providers to ensure the project remains within cost and will keep the Authority apprised of any concerns.

State Review. Paul Davidson reported the State Finance Department is pleased with the efforts of this project but the State is concerned with the high costs coming in for projects in general. In the last few months the costs have started to come down. There is an opportunity to have deductive alternates and all parties will review the alternates and make a joint decision. On March 17, 2004, the Pool Money Investment Board approved the anticipated cash flow needed for the project, the continue working drawings, the bid phase and the October to March construction timeline. On March 22, 2004, the prequalification packages were ready. The advertisement will be sent out next week and available on the website. On April 24, 2004, the access compliance is scheduled for approval. On May 17, 2004, the in-house review will be conducted with DGS and Real Estate Services Division. On June 14, 2004, the State Fire Marshall will sign-off on the drawings. On June 30, 2004, the Department of Finance is scheduled to approve the bidding process. On July 1, 2004, the project is scheduled to be underway.

Director Baca acknowledged Mr. Davidson's efforts in this project and expressed the Authority's appreciation.

Contractor Prequalification Advertisement. Mr. Davidson discussed the process of securing the Request for Proposals by advertising in the newspapers and trade journals with additional information available on the Authority's website.

Interactive Management Planning Work Session Report/Facilities Procedures.

Greg Matheson reported that Jacobs Facilities hosted an interactive management planning work secession at its Pasadena office. Fifty-six representatives from the three tenants attended to brainstorm the operational issues. Three focus groups dealt with conflict resolution issues including: (1) policy and fiscal protocols dealing with the fiscal facility issues, (2) facility-wide protocols dealing with the internal issues, and (3) laboratory operational protocols dealing with issues at the unit level.

Director Fujioka stated that if there is any hint of a conflict to immediately advise the Authority to resolve the matter quickly. He also stated he would like to include the individual labor relation groups to discuss the protocols for the project. Mr. Mallon stated that parity issues may a topic at some point.

ACTION ITEMS

Approve Agreement for Consultant Services to David Evans and Associates, Inc. to Prepare an Addendum.

Mr. Mallon reported this was a new contract with the same consulting firm. The first issue is the Negative Declaration and Mitigation Monitoring and Reporting Program on the change in the number of parking spaces from 600 to 400. The second issue is the parent organization for the funding was the Office of Criminal Justice Planning was disbanded and replaced by the Office of Emergency Services who will take over the project's financial responsibilities. The Department of General Services asked that the mitigation be revised to reflect the changes. **On motion of Director Fujioka, seconded by Director Bratton, the Authority unanimously approved the Agreement for Consultant Services to David Evans and Associates, Inc.**

CALIFORNIA FORENSIC SCIENCE INSTITUTE UPDATE.

Dr. Mitch Maki reported that Rose Ochi and Barry Fisher were in Washington D.C. at the Forensic Science Technology Fair and that he would be providing the update.

Resource Development – CSI Fundraising Effort Dedicated to California Forensic Science Institute. CSI will be auctioning off items on E-bay and donating the proceeds to the Institute. The Institute is developing a Homeland and Security Science Curriculum and has met with Congresswoman Roybal-Allard and the Homeland Security of Domestic Preparedness to discuss possible funding. Finally, the nursing school is looking to develop a forensic nursing curriculum to prepare nurses from emergency rooms to disaster response.

Public Education – March 25th Forensic Science Technical Fair on the Hill with CSI Representative. Institute personnel plans to meet with Kevin Lothridge, National Institute of Justice, to discuss the Institute's inclusion in the National Forensic Science Network.

In-Service Training Firearms Examiner Curricula NFSTC Collaboration. Bill Tilstone from the National Forensic Technology Center visited the Institute. The Institute plans to go Tampa Florida in April to discuss the firearms examiner training program and develop a curriculum to bring back to Los Angeles.

PUBLIC COMMENT

There were none.

MATTERS NOT POSTED ON AGENDA (TO BE PRESENTED AND PLACED ON THE AGENDA OF A FUTURE MEETING)

Director Baca asked the Authority to have a discussion in naming the new facility the "Davis/Hertzberg Forensic Science Center" after former Governor Gray Davis and former Speaker of the Assembly Bob Hertzberg.

Director Fujioka stated the City has a naming policy requiring this proposal to be taken through the City's legislative and executive process.

Director Baca recommended more interaction between the crime laboratory and the medical forensic side operated by the Department of Health Services. He suggested assembling the two Departments' laboratory personnel (the laboratory in Norwalk and the regional hi-tech laboratory) to secure future federal funding.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:50 a.m.